

## Software Contracts Manager

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Company: Certara

Location: United Kingdom

Category: other-general

### Overview

The Software Contracts Manager role will focus on multiple areas within the Commercial execution process. In this role you will work closely as part of our Contracts Team to expedite the Software contracting process and to provide contract review and amendment drafting. You will gain a thorough understanding of the Certara Software contracting process and you will be responsible to:

Drive critical customer contracts, working closely with the sales organization and leadership within the legal team to review, revise, negotiate, and close new and existing customer revenue generating agreements.

Maintain the contract management system, including managing the contract process, reporting on key terms, refresh cycles on form documentation, and related data input.

Identify and design process in areas where Certara can achieve scale, efficiency, and speed while maintaining high quality.

### Responsibilities

Draft SW Orders, SOW, and Change in Scope documents based on approved templates

Understand and manage appropriate contract prioritization based on business needs

Confirm scope of work and budgets with Sales team

Primary Interface to Legal Department: serve as the primary point of contact with the Certara Legal team

Get legal input on documents originating from customers or on customer modifications to standard templates

Maintain standard contract templates and identify appropriate template(s) for standard agreements

Triage matters for legal review: client Master SaaS templates, revisions to Certara templates, Master SaaS amendments, Data Processing Agreements. Identify potential issues and determine when a more detailed legal review is required

Conduct Due Diligence: confirm dates in existing Master SaaS Agreements and CDAs; ensure SLAs are aligned with the appropriate Master SaaS Agreement; provide pre-review of legal terms

Ensure contracts include relevant data privacy terms

Administer workflow of internal approval and signature process

Administer workflow of external review and signature process

Post and maintain contracts in repository and customer relationship management system

Field customer requests, and organize customer legal review meetings

Prepare and participate in customer meetings

Participate in Commercial team meetings

Ensure contract language supports financial recognition and capitalization goals

Ensure contract language supports country-specific requirements, when needed

Contribute to process and development initiatives

Perform all activities in accordance with internal compliance requirements

## **Qualifications**

### **Education, Experience, Training, and Knowledge:**

Bachelor's degree. Master's degree preferred.

4+ years as a Contracts Manager or similar experience, preferably within and enterprise B2B SaaS Software company

Software licensing, especially SaaS model transactions

Professional experience preparing quotations, contracts negotiations, and pricing skills

Salesforce experience a plus

Experience with international sales and Data Processing Agreements a plus

### **Skills & Abilities:**

The successful candidate will demonstrate:

Self-motivation and solution seeking

Excellent interpersonal, verbal, and written communication skills

Excellent attention to detail and commitment to accuracy

Strong organizational skills with the ability to multi-task and set priorities

Ability to work in a high energy team environment

Interest in producing and reviewing a wide range of contracts and amendments in a deadline-driven environment

Attention to detail and problem-solving orientation

Comfort working in a position with high level of visibility to management

Discretion and the ability to maintain confidentiality of information

Proficiency in Microsoft Office and Adobe Acrobat software

Certara bases all employment-related decision on merit, taking into consideration

qualifications, skills, achievement, and performance. We treat all applicants and employees without regard to personal characteristics such as race, color, ethnicity, religion, sex, sexual orientation, age, nationality, marital status, pregnancy, physical or mental condition, genetic information, military service, or other characteristic protected by law.

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